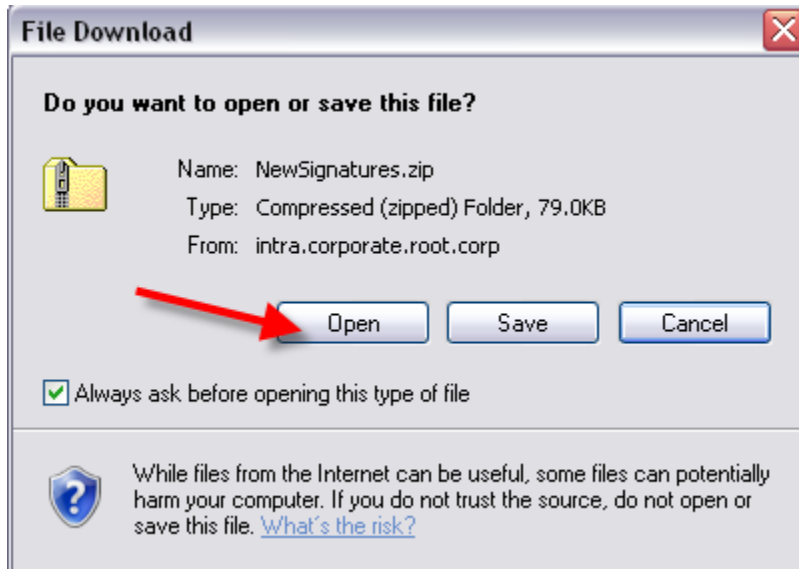


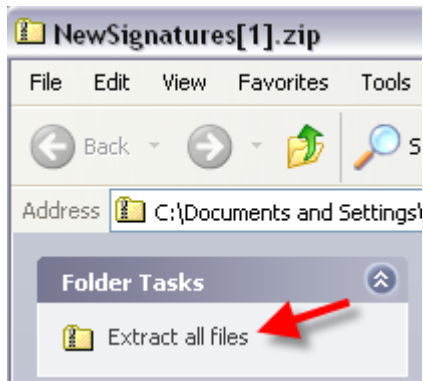
## How to Install the Email Signature with Outlook 2007

To install the new email signature, follow the below steps.

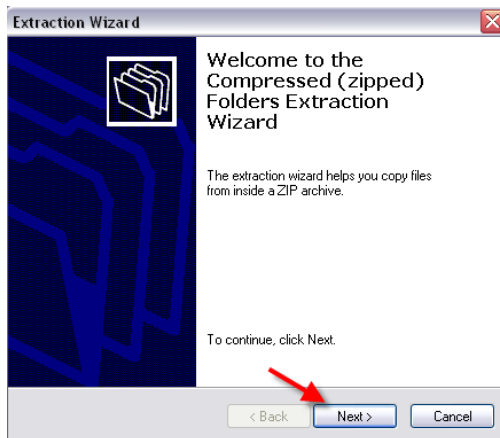
1. Click on Open to view the New Signature files.



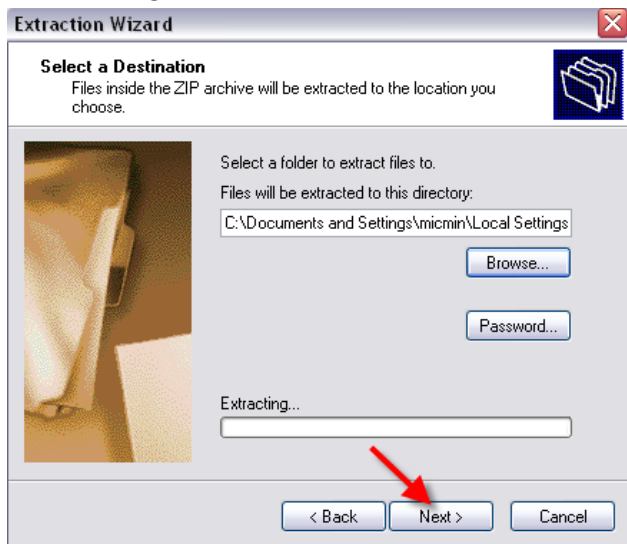
2. Once the folder opens click on Extract All Files.



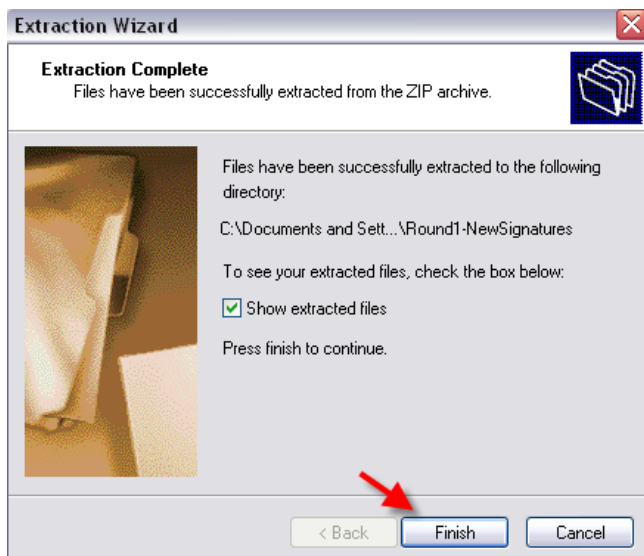
3. Click on Next.



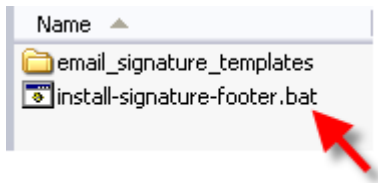
4. Do not change the location of the folder and click Next.



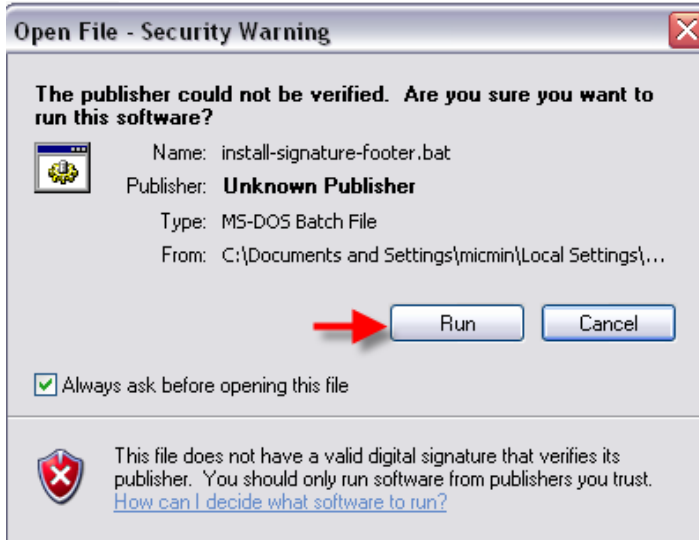
5. Click on Finish.



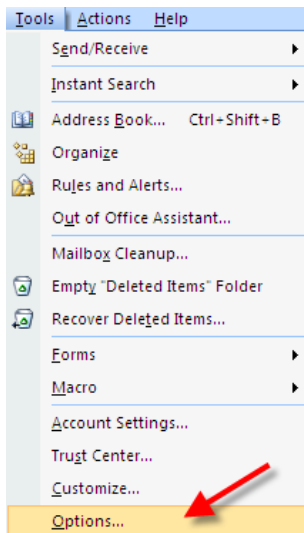
6. Double click on the .bat file.



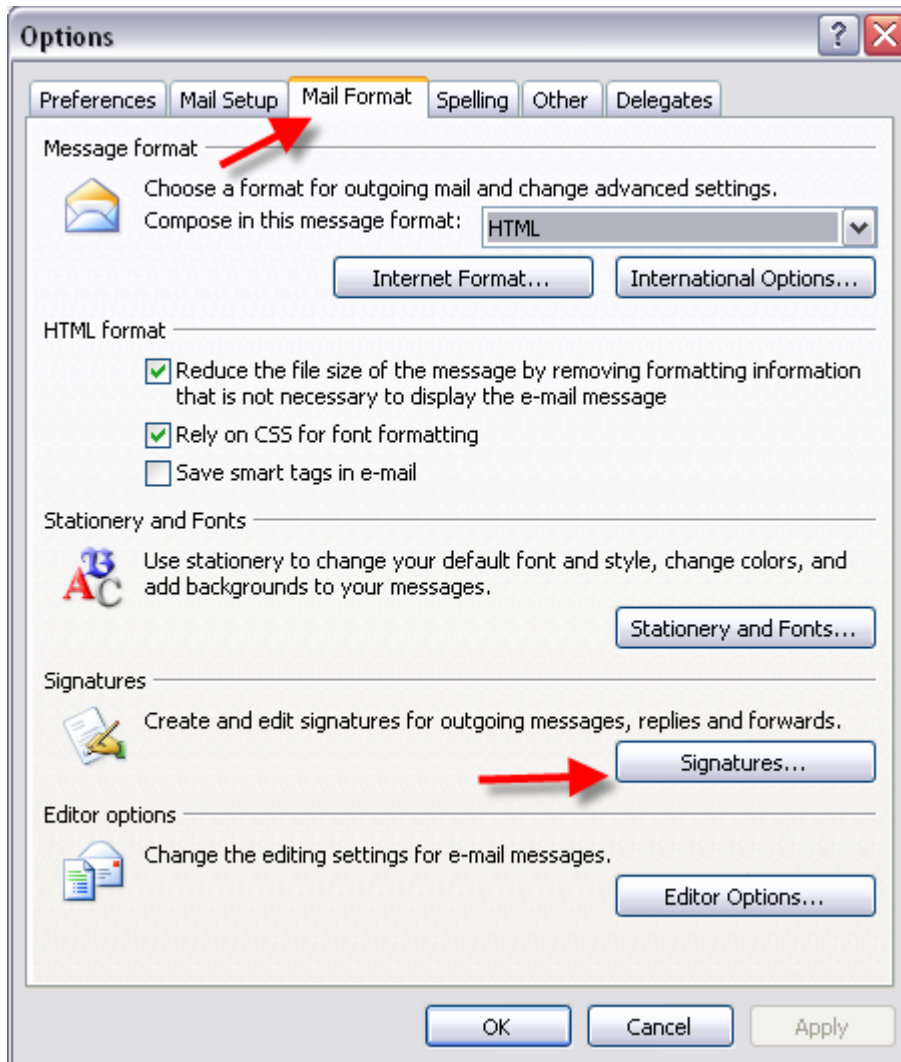
7. Click on Run.



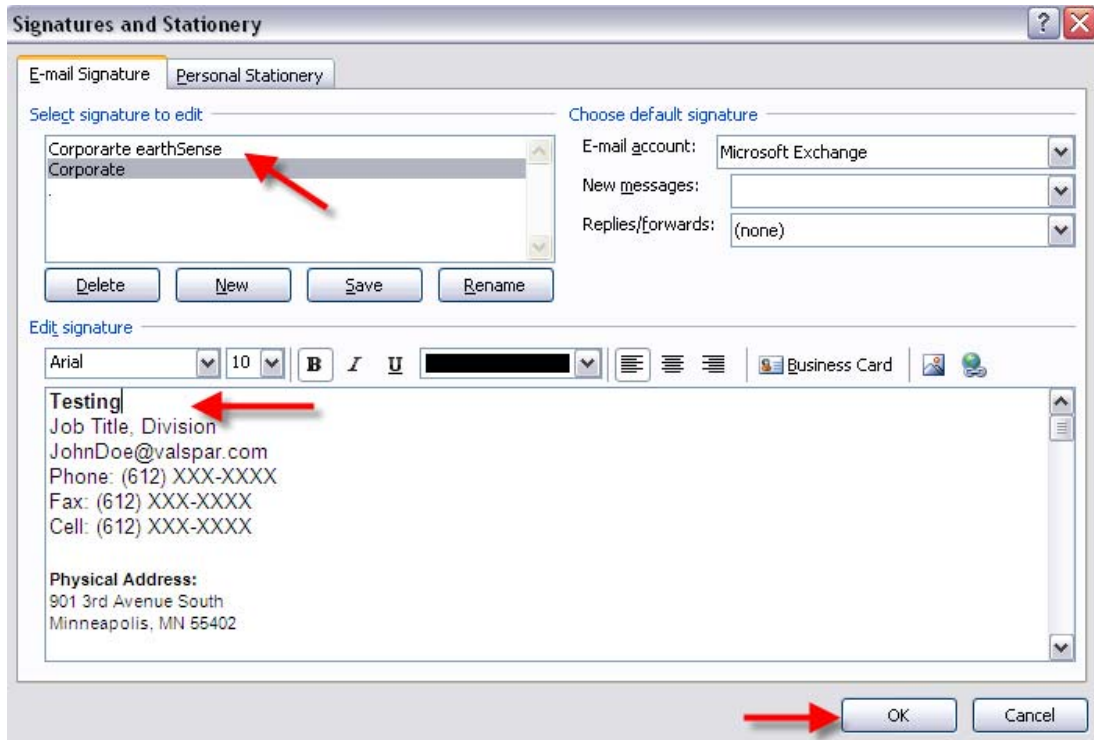
8. Open up Microsoft Outlook and click on Tools>Options.



9. Click on Mail Format then Signatures.



10. You will now see 2 files available to choose from, click on the one you like and then click on the text to edit it. When you've filled in all of your information, click on Save then click on OK.



11. Click on OK and your new signature should be applied.

